

Appendix 2: Risk assessment template

As a facility provider, you should complete your own COVID-19 Risk Assessment and publish this to your users.

We have provided an example risk assessment below, which is for illustrative purposes only, and includes some examples of things to consider. Consider how this will apply to each aspect of your operation and identify the controls you require to meet Government guidance regarding health, social distancing and hygiene etc. Remember that you must review your other Health and Safety, and Safeguarding, risk assessments for other hazards such as fire, first aid etc.

What are the hazards? Who might be harmed? No Controls required	Transmission of COVID-19 Facility users, staff, volunteers, visitors and the wider community	Action Taken by the Club
Facility Capacities		
Have you determined the safe capacity of your field of play and grounds for both organised cricket activity and off-field activities (subject to the Rule of 6 or as a group made up of two households), accounting for social distancing, legal gathering size limits and supervision ratios where applicable?		Rule of 6 to apply in all parts of ground apart from on field where 13 people allowed. Ground has plenty of room to accommodate groups No buildings open except for toilets and emergency use
Have you determined the safe capacity of your net practice facilities accounting for social distancing and legal gathering size limits?		Separate risk assessment for net facility
Organised activities		
Have you review playing guidance and make suitable adaptation to your approach to practice and matches?		Sanitiser in place on both sides of square. Ball sanitising wipes available for use every 6 overs. Sanitiser available for use before and after practice. Groups of 6 in practice
Have you reviewed supervision ratios and adapt group sizes for supervised children's activities accordingly? Have you ensured safeguarding procedures are being followed, even under COVID restrictions?		Supervision ratios understood and group sizes will be finalised when junior numbers are known. All safeguarding procedures in place including Safeguarding Officer
Have you assessed control measures for preventing spectators (with limited exceptions – see guidance?		Davenport Park is in a walking area with public footpaths adjacent which Club has no control over. Club will not expose volunteers to risk of abuse or violence by attempting to police spectators coming onto ground
People Management and Communication		

	Establish what restrictions are in place for your venue location including restrictions on gathering size limits in line with the UK Government Roadmap and ensure your control measures are appropriate.	No buildings open Rule of 6 will apply outside
	Self-screening of individuals before they arrive at the venue to ensure individuals displaying COVID symptoms or those who should be shielding do not travel or attend.	Informed in Covid Plan sent to all visiting clubs and umpires
	Ensure that NHS Test and Trace data collection system is in place and that it is compliant with Information Commissioner's Office guidance.	Sign in book and QR code in place Visiting team do not sign in as we have contact information for them
	Ensure that your NHS QR Code poster has been produced and displayed for use by visitors.	Prominently positioned on entrance doors to building
	An assessment of user numbers, space capacities, venue circulation and layout planning to maintain social distancing.	All buildings closed apart from toilets
	A plan for where parents and players will sit whilst watching cricket activities.	Extensive and obvious space around the boundary
	Signage and communication so that all participants and visitors (including spectators) are aware of the control measures in place and how to act appropriately to minimise the risk of transmission of COVID-19.	In email sent to all visiting teams and umpires
	Staff and volunteer training to support the implementation of the plan, with suitable training records.	Very limited number in operations team all have been briefed
Buildings		
	Assess ventilation in your building (natural and mechanical) and take appropriate measures to maximise ventilation and minimise risk of transmission.	Bi-folds across front of building will be open when in use
	Assess the maximum occupancy of your rooms in order to ensure Social Distancing can be maintained, and establish a suitable circulation system / one-way system. Use signage and floor markings to communicate this.	Buildings closed Occupancy and circulation plan done in 2020 including signed one way system
	Assess the arrangement of seating areas to maintain social distancing and minimise the risk of transmission.	Buildings closed Seating is in groups of 6
	Consider your wet weather plans and describe what actions you will take to maintain social distancing in wet weather.	Opposition - gazebo Home - covered patio area Umpires - cars
Social and Hospitality Areas		
	Have you ensured your social and hospitality areas will remain closed?	Pavilion closed except for toilets. Signage in place
Hygiene and Cleaning		
	Develop an appropriate cleaning plan	Professional deep clean on 30/3/21 plus regular cleaning plan
	Materials, PPE and training that you have provided to your staff for effective cleaning.	New regular cleaning staff being recruited. Will be trained and issued with PPE

	Provision of hand washing facilities with warm water, soap, disposable towels and bin.	In place as per 2020
	Provision of suitable hand sanitiser in locations around the facility to maintain frequent hand sanitisation.	In place as per 2020
	Provision of suitable wipes and hand sanitiser on the field for Hygiene Breaks.	Sanitiser on both sides of the square. Wipes available for ball
	What are the hazards?	Other venue hazards to be considered after temporary closure such as Legionnaire's Disease, fire, electrical safety etc.
	Who might be harmed?	Facility users, staff, volunteers and visitors
	Controls required	Action Taken by the Club
Preparing Your Buildings		
	Consider the risk of Legionnaire's disease and carry out necessary work to make your water supply safe for users. Refer to the specific guidance in the document above.	Professional deep clean 30/3/21. Showers etc will be run three times per week following
	Check that routine maintenance has not been missed and certification is up to date (e.g. Gas safety, Electrical Safety and Portable Appliance Testing, Fire Safety, Lifts and Heating – Ventilation and Air Conditioning).	Professional electrician is member of Club. All extractor fans were dismantled and cleaned on 23/3/21
	Check that your ground is ready and safe to play. Look at what work is required and how this can be done safely at a social distance.	Ground is maintained 12 months of year
	What are the hazards?	Vital first aid equipment is not available when needed. First aiders do not have adequate PPE to carry out first aid when required.
	Who might be harmed?	First aiders, facility users, staff, volunteers and visitors
	Controls required	Action Taken by the Club
First Aid		
	Check that your first aid kits are stocked and accessible during all activity.	Done on 30/3/21
	What steps have you taken to improve your first aiders' understanding of first aid provision under COVID?	Additional First Aid training took place on 25/3/21
	If you have an AED then check that it is in working order, service is up to date and that it is available during all activity.	Checked February 2021 as per required schedule
	What are the hazards?	Pitches or outfield are unsafe to play on
	Who might be harmed?	Players, officials, ground staff

